

HVAC PLANT SUPERINTENDENT (7616)

EEO CATEGORY: Skilled Craft

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: General (4A)

SALARY RANGE: \$33,240 - \$49,860

JOB SUMMARY:

Under general direction, is responsible for performing technical and supervisory work in the operation and maintenance of large heating, ventilation, and air conditioning plant systems, to include automated controls, boilers, chillers, air handling units, pumps, cooling towers, and related equipment. Exercises direct supervision over HVAC Technicians.

ESSENTIAL JOB FUNCTIONS:

1. Plans, organizes, and directs staff to ensure proper operation and maintenance of all HVAC equipment.
2. Develops maintenance requirements and schedules for all equipment.
3. Makes periodic inspections of all equipment.
4. Provides the necessary training for the operation and maintenance of equipment.
5. Operates central HVAC plant controls in the absence of a trained operator.
6. Keeps maintenance records of all equipment.
7. Prepares operating and management reports.
8. Determines the requirement and use of outside maintenance on HVAC equipment.
9. Directs the installation of new equipment.
10. Develops and maintains computer generated preventive maintenance schedules.
11. Supervises, trains, and evaluates assigned staff.
12. Directs the calibration and repair of automated controls and equipment.
13. Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

1. Graduation from high school or a General Education Development (GED) Certificate.
2. Eight (8) years of experience supervising an HVAC system involving chillers and boilers.
3. **OR** Equivalent to a Bachelor's Degree from an accredited college or university with preferable coursework in Mechanical Engineering or a related field.
4. And Two (2) years of experience with a large HVAC system.

LICENSES OR CERTIFICATES:

1. Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of HVAC plant operations and maintenance procedures and techniques.
2. Knowledge of HVAC system design procedures and techniques.
3. Knowledge of electronic, mechanical, and pneumatic HVAC control systems.
4. Knowledge of HVAC equipment installation and repair procedures and techniques.
5. Knowledge of HVAC computer control systems.
6. Knowledge of functions and mechanics of large tonnage chillers, cooling towers, air handling units, boilers, and pumps providing heat and air conditioning to large buildings.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include occasional lifting/carrying of up to 50 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate office and HVAC equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are inside and outside.

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This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

REFORMATTED: June 1999